

**STATE OF WASHINGTON
OFFICE OF THE SECRETARY OF STATE
WASHINGTON STATE LIBRARY DIVISION**

**RFP 25-08
SERIALS SUBSCRIPTION SUPPLIER FOR WA STATE LIBRARY**

**AMENDMENT NO. 3
(April 15, 2025)**

This Amendment No. 3 to RFP 25-08 compiles all questions submitted by vendors
for the entire Question and Answer Period and provides
the official responses from OSOS.

Comprehensive List of Q&As

1. Question 1

Do you allow additional invoices, after your primary invoice, to cover unexpected increases in publisher list price? If so, this allows us to give you the very best price up front. For example, a specific title may be priced at \$100 at the time of invoicing. The publisher increases the price to \$125 a few months later. We will send you a supplemental invoice for \$25. Typically for customers who agree to additional invoices, fewer than 5% of their titles have any kind of price increase. Or do you expect to receive a single invoice each year with no additional invoices? In this case, we will add a small percentage up front to titles where we don't have a confirmed price for the subscription period, and we will not invoice you for any additional amount if the publisher's rate increases for that year.

Answer 1

In the past we have always used Firm Pricing, i.e., a single invoice each year with no additional invoices. This is necessary due to state requirements.

2. Question 2

Should the prices we quote in the bid be the exact prices you are invoiced after award, or can we quote current publisher's list price with the understanding that some list prices may change?

For example, the title's price is \$100 but it has not been updated by the publisher for the next subscription year. Our lists \$100 on the quote. By the time the RFP award is made, the publisher has updated the price to \$125. Can we invoice at the publisher's updated price of \$125, or do you require the invoice to match the quote of \$100? If we must match the quote, we will add a small inflation to the quote for titles that do not have updated rates.

Answer 2

You can quote current publisher's list prices with the understanding that some list prices may change.

3. **Question 3**

Section B. Title Lists – This section indicates there are two separate lists to price, the WSL – Central Library and the Institutional Library Services lists. On the provided Excel file, it appears only one list is provided. Can you confirm?

Answer 3

The request for 2 lists is hereby deleted, the provided Excel file, showing all libraries on one list, hereby is the final list.

4. **Question 4**

Exhibit A-2 References – Section 3.3.C of the RFP document says three business references are required. However, the form in Exhibit A-2 to list the references provides spaces for only 2 bidder references and 2 professional references. Can you confirm what is required?

Answer 4

Please give us 3 business references and 2 professional references.

5. **Question 5**

Should the prices we quote in the bid be the exact prices you are invoiced after award, or can we quote current publisher's list price with the understanding that some list prices may change?

For example, a title's price is \$100 but it has not been updated by the publisher for the next subscription year. EBSCO lists \$100 on the quote. By the time the RFP award is made, the publisher has updated the price to \$125. Can EBSCO invoice at the publisher's updated price of \$125, or do you require the invoice to match the quote of \$100? If EBSCO must match the quote, we will add a small inflation to the quote for titles that do not have updated rates.

Answer 5

You can quote current publisher's list prices with the understanding that some list prices may change.